

Sanborn Regional School District

Finance Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

Wed June 3, 2020 – 4:00 PM

Committee Members: Jim Baker, Jamie Fitzpatrick, Dawn Dutton, Matthew Angell

Attendees:

Jim Baker, Committee Chair
Jamie Fitzpatrick, Committee Member
Dawn Dutton, Committee Member
Matt Angell, Business Administrator
Thomas Ambrose, Superintendent
Gordon Parks, Director of Technology

Call to Order:

Committee meeting began at 3:45 PM

Review of Minutes: [Wednesday, May 27, 2020](#) - Jim Baker moved to approve the minutes, Dawn Dutton second, all in favor.

Revolving Fund Balance: [Trust & Revolving Funds Balance Summary - April 2020](#)
Reports have not been updated and so the committee agreed not to review during the meeting.

Budget Reports:

[May 2020 Expenditure Report, Health/Dental Summary](#) - Matt Angell reviewed the balances of Health/Dental summary report. Jamie Fitzpatrick noted the shift in the health fund of approx. \$25,000 and questioned what the cause of that was. Matt Angell did not know for sure what caused the shift, but thought that it was most likely due to changes in insurance elections as well as employees coming into/leaving the district. Jim Baker questioned whether the encumbered amount listed in the report is an actual or estimate. Matt confirmed that it is an estimate done at the beginning of the year when the budget is created.

[May 2020 Expenditure Report, Excluding Health/Dental](#) - Matt Angell reviewed the balances of the Expenditure Report that does not include Health/Dental. Matt Angell noted some changes to the balances due to the purchase orders made for the new phone system at the high school and the chromebook purchase. Jim Baker pointed out that the chromebooks were coming out of the Facilities Use Revolving Fund. The committee agreed and Matt will make that change.

[May 2020 Revenues](#) - Matt Angell reviewed the Revenue report. Matt pointed out a mistake that was found in the tuition line and reviewed the correction in the report with the committee. Jim Baker asked when the Fremont tuition is due. Matt let the committee know that the tuition is due now, but that we are running a little behind in our billing due to the COVID-19 changes. Matt expects to receive the funds in early July.

End of Year Spending Projections Update:

New Financial Accounting Software - Matt Angell did not have any updates for this meeting. Jim Baker would like Matt to discuss the recurring charges/savings over what the district pays now at the upcoming school board meeting and noted there was no need to address return on investment. Matt Angell briefly reviewed the costs of the new accounting software for the public. Matt also discussed the benefit of the "Evergreen" option, which is a benefit offered by Tyler when rolling over from an older software product of theirs to a newer software product they offer. Jamie Fitzpatrick pointed out that the costs being presented do not include the public access option. Matt is working on an internal process to post financial reports to the SAU website on a monthly basis. **Jim Baker motioned to recommend to the School Board the purchase of the Tyler Financial Accounting Software using funds from the Facilities Use Revolving Fund. Dawn Dutton second, all in favor.**

Final cost for modules included

Cost of Public Access Module

Total one-time and ongoing costs of new system v. current system (including need for continued use of Time & Attendance software)

Funding recommendation - Facilities Use Revolving Fund

Updated Cost Estimates: - Committee tabled updated cost items until the next meeting as there were no updates.

Front entrance revisions for Memorial

Paving at High School for traffic flow (signage requirements, striping & numbering) - The committee agreed that signage and striping will be required at each school. Jim Baker requested the quotes be separated by location.

Funding of Reserve increases from 2020 Warrant article for 2021 school year (FY21 Spend v. FY20 Spend - Jamie Fitzpatrick reviewed the wording of the warrant article to fund the reserve increases. The committee agreed that the funds will come out of the remaining balance on June 30 to fund July1.

Laptops:

[Aging list requested from last meeting \(laptops scheduled for replacement\)](#)

[Specs of laptops being requested](#) - Jamie Fitzpatrick reviewed the specs and brought up for discussion the Pro Service Fee for the 4-year service contract. Jamie felt it was more expensive than its value. He explained that the rate of failure would have to be quite high compared to what our experience is in order for it to be worth the cost.

Gordon Parks agreed that the pro support may not be worth the extra expense based on the ability of the tech department to fairly easily repair laptops as needed and that

the 1 year warranty will cover most major issues. Matt Angell pointed out that the Pro Support can be like an insurance policy, and if we don't pay for this then we will be self-funding the repairs and replacements. Jim Baker asked what happens if a student damages or drops a laptop. Gordon explained to the committee that if a student damages a Chromebook, Tech will try to make repairs using parts from old machines. Gordon plans to start looking into the cost of parts and labor to assess fees for repairs. Jim asked if there is a similar plan in place for laptops for staff. Tom Ambrose explained that it is not common to charge professional staff for laptop repairs/replacements and that it is very rare that staff has careless/intentional damages to equipment. Gordon pointed out to the committee the difference between the two quoted laptops, which have a price difference of \$400. Gordon felt the hardware is very comparable in both, and that the main differences are in screen resolution, wifi connectability, better/longer lasting battery, with the higher cost model having the edge. Jamie Fitzpatrick would like a recommendation made to the school board to purchase the model 3410, less the Pro Service package for an approximate cost of \$63,000. Matt Angell & Tom Ambrose pointed out that the money for this purchase will be funded by the CARES act grant. Gordon explained to the committee 206 employees currently use laptops. The laptops are broken down as 5430s - 45 in use (released in 2013), 5440s - 250 in use (released in 2014), and 5450s - 175 in use (released in 2015). These numbers include the carts used for students in classrooms, which are no longer needed. Currently Paras use the machines from the carts and the goal is to get the paras using laptops as well. Gordon has found a price of \$631 per laptop. The plan is to purchase as many as possible using the CARES act funding and any additional laptop purchases will be looked at in the next budget year. The committee discussed which budget year to make the laptop and Chromebook purchases from. **Jim Baker motioned to recommend to the school board that the district purchase 185 laptops at \$631 each, purchase Chromebooks for 7, 8th & 9th grade for next school year, and to use funds from the CARES act and the FY21 budget to fund these purchases. Jamie Fitzpatrick second, all in favor.**

Unpaid Lunch Balances (and breakout of Seniors share of lunch balances): - Matt reviewed the lunch balances and broke out the balances for the senior class. Matt plans to ask the school board for authorization to write off up to 2,975, but will not be writing off the entire amount as the district is currently collecting balances from seniors now. Matt also intends to ask permission to set up a trust fund where people can make donations into the fund to help offset costs for those that cannot afford to cover the balances from school lunch.

Goals: - Jamie Fitzpatrick briefly reviewed two areas he would like to discuss at the next meeting. He noted there is new management in Athletics and Technology and with Special Education, these departments being some of the higher spending areas - he would like to audit processes, expenditures, and programs in place to determine if they could benefit from some changes or updates.

Status of the \$20K initial payment on the Sale of the Seminary: - Matt Angell updated the committee of the status of the Purchase & Sales. The district is currently in

compliance with the timeline. The Purchase & Sales agreement is posted to the main page of the SAU website.

Status of Tuition - Indiv/Reg day/Preschool listed on the April 30 Revenue Report of (\$146,465): - Matt Angell discussed this issue during the review of monthly Revenue reports.

Public Comment: - none

Meeting adjourned at 4:57 PM